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ABSTRACT

This guide is intended as a brief orientation to the Bulletin Board System (BBS) used by the California Educational Research Cooperative (CERC) in a continuing effort to expand support services to its member districts and ancillary providers through operation of an electronic networking system. This facility provides a means through which participating individuals may exchange ideas both between themselves and with the staff of the CERC office. The text outlines the different options available on the CERC BBS including: (1) startup for beginners: establishing a user-ID and password; (2) teleconferencing: two or more simultaneous users exchanging information in a conference-like setting; (3) information about the BBS itself, its operations, and a list of users currently logged into the system; (4) forums: users exchanging information about similar interests by reading and writing messages; (5) classified ads that allow users to list items of interest, not only items or services for sale, but also specific needs for information; (6) electronic mail: users sending messages to another user or group of users; (7) the account: users updating information on the BBS files on their accounts and determining how much of their account has been used in terms of BBS credits; (8) library of files: users downloading and uploading files from library information banks; (9) polls: users expressing their opinions on a variety of different topics; and (10) the registry: a catalog of additional information about the users themselves and their school districts. Specific keyboard commands are listed for each option, as well as a reference guide for quick access. (DB)

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The CERC Electronic Bulletin Board System

Users Manual

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and
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August 15, 1989

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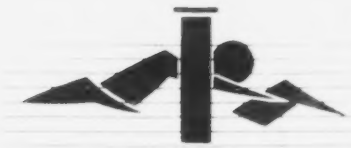
THE CALIFORNIA EDUCATIONAL RESEARCH COOPERATIVE

CERC is a unique partnership between county and local school systems and the School of Education at the University of California, Riverside. It is designed to serve as a research and development center for sponsoring county offices of education and local school districts -- combining the professional experience and practical wisdom of practicing professionals with the theoretical interests and research talents of the UCR School of Education faculty.

CERC is organized to pursue six broad goals: These goals serve the needs and interests of cooperating public school members and the University by providing:

- Tangible practical support for school improvement.
- Proven strategies for resolving instructional, management, policy and planning issues facing public education.
- Valuable professional development opportunities for current and future school leaders.
- Support for data-based decision-making among school leaders.
- Research, planning and evaluation activities that are meaningfully interpreted and applied to school district problems, and
- Data analysis to assist in generating public support for effective school programs.

In addition to conducting research in these areas, CERC publishes reports and briefs on a variety of educational issues. CERC also sponsors regional workshops for local educational leaders.



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Introduction

The California Educational Research Cooperative, in a continuing effort to expand support services to its member districts and ancillary providers, operates an electronic networking system. This facility provides a means through which participating individuals may exchange ideas both between themselves and with the staff of the CERC office. Real time discussions, as well as electronic mail and other teleconferencing services, can occur on a variety of different topics. A facility also exists through which interactive polls can take place on a variety of interesting topics. This Bulletin Board System (BBS) also allows for the transfer of computer information file between users. Overall, this system moves CERC and its member districts into the twenty-first century of computerized communications.

CERC gratefully acknowledges the Zenith Corporation for providing the basic computer hardware necessary to make this undertaking possible. Zenith has equipped the CERC BBS with an "AT" class micro-computer having one megabyte of memory and a forty-megabyte hard disk. This computer is connected to several 2400 baud modems allowing for multiple dial-up users to simultaneously use the system. Several additional direct-connect lines provide linkages for the CERC staff and other members of the U.C. Riverside School of Education Faculty. The Bulletin Board Software being used is The Major BBS (version 5) from Galacticomm, Incorporated. Information and textual examples for this manual was drawn extensively from documentation provided by Galacticomm, Incorporated.

This guide is intended as a brief orientation to the BBS. Users unfamiliar with the operation of a Bulletin Board System should begin on page two, which describes how to connect to the BBS and establish a new User-ID and password. The remainder of the text outlines the different options available on the CERC BBS. To aid in a quick understanding of the dialogue, certain typographic conventions have been adopted. Regular type has been used for instructions, *italicized type* represents BBS displays and prompts, and **boldfaced type** denotes possible user responses to BBS queries.

Questions or problems about the system should be addressed to:

The CERC BBS Systems Operator
California Educational Research Cooperative
School of Education
University of California
Riverside, CA 92521-0128

The BBS usually operates twenty-four hours a day, seven days a week. The Systems Operator can be contacted via Electronic Mail addressed to SYSOP. Since the Systems Operator is not on the system all the time everyday, anticipate a short wait between when a message is sent and when a reply is received. CERC staff is available during normal working hours (Monday through Friday, 8:30am to 5:00pm) at (714) 787-3026.

CERC BBS - Connection Requirements

To connect to the CERC Bulletin Board System you will need:

A computer (brand does not matter)
A modem (connects your computer to the telephone lines)
A communications program (such as Crosstalk, Mirror, or Kermit)

Use the following steps to connect to the CERC BBS:

(1) Turn on your computer and modem.

(2) Run your communications program on the computer.

(3) Configure the communications program for the speed of your modem (either 300, 1200, or 2400 baud). Use the fastest speed (up to 2400) that your modem will allow.

(4) Configure the communications program for the software parameters of the CERC BBS: Full Duplex, One (1) Start Bit, Eight (8) Data Bits, One (1) Stop Bit, and No Parity.

(5) Dial the CERC BBS telephone number on the telephone line connected to the modem. If the modem is an "autodial" modem, you may be able to have the modem dial the telephone for you. Write in below the telephone number you may use to connect to the CERC BBS:

(_____) _____ - _____

(6) If the number is busy, you will need to hang up and try again later. Otherwise, the CERC BBS will answer the telephone and our modem will begin communicating with your modem. The following text should appear on your computer screen:

*** *Welcome to the CERC BBS* ***
California Educational Research Cooperative
University of California at Riverside

CERC BBS (#xxxxxxx)
Online: xxxx baud at xx:xx xx-xxx-xx

If you already have a User-ID on the
CERC BBS, type it in then press <RETURN>.
Otherwise type NEW then press <RETURN>:

(7) If you have never used the CERC BBS before you will need to create a new user account for yourself before you can use the system. Follow the instructions on pages three to five to get this done. If you have used the CERC BBS already you should enter the User-ID and password that you created previously. Do not create a new account for yourself each time you use the CERC BBS.

(8) Use the CERC BBS options. They are described on the following pages in more detail. As you work with the system you will find that several universal commands will make your session easier. These are:

? A question mark will give you brief, immediate help about the part of the system you are in. For menus, a ? will redisplay the full menu text. For other areas of the BBS, a ? will usually display some text describing how to use the features of that area.

X The letter **X** means "exit". Regardless of the menu or option currently requesting a response, entering a single letter **X** will abort that option and take you back to the previous menu or prompt. If you should get lost or confused, you might try using the letter **X** to back up to a menu or option that looks more familiar before making another try.

<RETURN> The **<RETURN>** (or **<ENTER>**) key serves a dual purpose in the BBS. Most commonly this key is used to end each and every line a user types in. This key can also be used to abort BBS output, such as when the BBS is displaying a long message.

<CTRL><S> This key combination (touching and holding the **<CTRL>** key while touching the **S** key) will cause the BBS to temporarily suspend sending information to your screen. This is useful when trying to read large amounts of information that would otherwise scroll by off the screen. Touching any key will resume the flow.

(9) To end your session, enter the letter **X** at each menu option until you are asked if you want to end your session. Respond to that question by answering **Y**. After you are done, be sure to hang up your phone (get the modem to disconnect) and turn off your computer and modem.

(10) As you become comfortable with using the CERC BBS you will find that many commands have short-cuts (or abbreviations) which will produce similar results with less typing. Certain commands can also be concatenated together to form command strings, representing the responses to many queries all run together. Have fun as you learn!

CERC BBS - Creating a New User ID

The following shows a typical dialogue for creating a new User-ID on the CERC BBS. The displays and prompts from the BBS are presented in *italicized type*, while potential sample responses are printed in **bold type**. Naturally, you will want to provide your own particular responses when you create your User-ID, instead of the samples provided here.

If you already have a User-ID on the
CERC BBS, type it in then press <RETURN>.
Otherwise type NEW then press <RETURN>: **NEW <RETURN>**

Welcome, newcomer! You have logged on
to the CERC Bulletin Board System (BBS),
providing electronic mail, discussion
forums, and other information exchange
services to Cooperative members.

If you'll tell us a little bit about
about yourself, we'll create an account
for you that you can use anytime.

After you have been registered on the
system, you will be able to use all the
CERC BBS features.

In order to format output for you
we need to know how wide your screen
is. Most screens are 80 columns
across. This text is only 40 columns
wide to fit on a narrow screen. If
this text takes only half your screen
width, enter 80, otherwise enter 40.

80 <RETURN>

Good! Your answer has been used to control the "word-wrap" feature, as you can see. Now if you'll tell us a little about yourself, we'll get underway.

Please enter your first and last name: **Test User <RETURN>**

Now enter your company name, or just press <RETURN> if none:
ABC School District <RETURN>

Enter the first line of your address (your street address or P. O. Box):
123 Anywhere Street <RETURN>

Enter the second line of your address (city, state, and ZIP code):
Anytown, CA 12345 <RETURN>

Now enter the telephone number where you can be reached during the day:
(714) 123-4567 <RETURN>

We would also like to know what kind of system you are using, so that we can serve you better. Do you have...

1. *An IBM PC or compatible*
2. *An Apple Macintosh*
3. *An Apple other than Macintosh*
4. *A Commodore Amiga*
5. *An Atari, any model*
6. *A Radio Shack unit, any model*
7. *A CP/M system of any sort*
0. *None of the above*

Select a number from 0 to 7: **1 <RETURN>**

Now, you need to choose a "User-ID" for yourself. Your User-ID is a unique code name used to identify you on this Electronic Network. You will use it to identify yourself to the system when you log on, and other users will use it to send you personal messages. Most people use their first initial and last name (with no space between) as a User-ID, but you are free to choose any User-ID you wish.

Your User-ID must be 3 to 9 letters long -- no digits, spaces, or punctuation allowed. The system will automatically capitalize the first letter of your User-ID, and set all of the other letters to lower-case.

Enter the User-ID you want to use to identify yourself: **Tuser <RETURN>**

Here is a simulated message, showing how your User-ID will appear to other users:

From Tuser: i can't believe this runs on an XT!

Are you satisfied with your choice of User-ID? **Y <RETURN>**

Ok, Tuser, that will be your User-ID from now on. Now, you'll also need to select a password, so that you can keep other people from using your account without your permission. Make it short and memorable, but not obvious. The security of your account depends on nobody else knowing what your password is.

Enter the password you plan to use: **mother <RETURN>**

The following account has been created:

User-ID.... Tuser
Password... mother

WRITE THIS INFORMATION DOWN, if you haven't already. There will be nothing anyone can do for you if you forget either one of these. We don't give out people's passwords by mail or over the phone, even if they "sound" totally honest. So if you forget your password, or give it out to someone who shouldn't have it, you are "up the creek". KEEP YOUR PASSWORD TO YOURSELF.

Press <RETURN> when you have written down your User-ID and password...

<RETURN>

Welcome, then, to CERC BBS!
LIVE! From Riverside, California! You have 50000 credits!

The following services are available:

T ... Teleconferencing
I ... Information on Users & the Network
S ... Select a Discussion FORUM
C ... Classified ads
E ... Electronic Mail
A ... Account display/edit
L ... File Library
P ... Polls & Questionnaires
R ... Registry of Users
X ... Exit (terminate session)

Please select one of the letters shown, and then press <RETURN>:

CERC BBS - Main Menu

The Main Menu is the first thing that is displayed on your computer screen after you have logged on or created a new User-ID. This menu provides a listing of all of the available options on the Bulletin Board. The user services of the CERC BBS are provided in a menu-oriented "tree" of options. Think of the tree as upside-down, with the root at the top, and the remainder branching outwards towards the bottom. Branches of the tree represent menus or prompts, where the user has several options to choose from. Ends of the tree represent specific nodes, or actions, taken by the BBS. The user travels down the tree by selecting options from the menus. They travel up the tree by "exiting" from these modes. When a user logs on they go into the top of the tree - to the Main Menu. When they exit from the Main Menu they go back out the top (out of the tree), logging off completely.

All of the one-letter selection of menu options are case-independent: the CERC BBS will respond the same regardless of whether the selection is made with upper or lower case characters. In fact, the only time that upper or lower case matters is when you are writing text (mail or messages) to another user. In that case the correct use of upper and lower case text will make reading your message that much easier.

Select one of the options displayed on the Main Menu by typing in the single letter corresponding with that option, then touch the **<RETURN>** key.

Welcome, then, to CERC BBS!
LIVE! From Riverside, California! You have 50000 credits!

The following services are available:

T ... Teleconferencing
I ... Information on Users & the Network
S ... Select a Discussion FORUM
C ... Classified ads
E ... Electronic Mail
A ... Account display/edit
L ... File Library
P ... Polls & Questionnaires
R ... Registry of Users
X ... Exit (terminate session)

Please select one of the letters shown, and then press <RETURN>:

CERC BBS - Teleconferencing Menu

Teleconferencing is a way in which two (or more) simultaneous users of the Bulletin Board System may exchange information in a conference like setting. Teleconferencing is analogous to each of the participants sitting in a conference room and writing notes to each other. The teleconferencing is electronic, in this case, with the notes typed on the computer keyboard and displayed on the computer screen. Different conference rooms (called channels) are available in which participants may engage in conversations. There are additional facilities that will allow for more than two users to participate in a conference, as well as for private messages to be sent between two users (as opposed to those that are received by all others involved in the conference).

In practice, teleconferencing operates much like citizens band radio. When you first enter teleconfernecing (by typing a **T** at the Main Menu), you are "tuned in" to channel 1. You will be notified by the BBS of all the other users that are also on that channel. At this point you can choose to confer with one (or more) of these users, or can just "listen in" to their conversation. If you would like more privacy in a conversation with one (or more) others, you can "switch" to some other channel (channels from 1 to 65535 are available). Other users that are also "on line" can be called to a particular channel through the use of the paging feature.

Teleconferencing is also available from within each of the Special Interest Groups (SIGs). This feature, accessible through the Forum option discussed later on, allows you to meet and talk with other users sharing the common interest of the special interest group.

While you are in the teleconference mode you will be prompted by the BBS with a colon (":"). When you type a message, followed by the **<RETURN>** key, that message is broadcast over that channel to all other users active on that channel. Following is a list of the commands available within teleconferencing.

<RETURN>
Lists the User IDs of everyone on your teleconference channel.

WHISPER TO <User ID> <message>
Sends a message to just one other user. No other users on the channel will be aware of the exchange.

/ <User ID> <message>
The shorthand form of the whisper command. (No space is required between the slash and the User ID).

CHANNEL <number>
Switches to another channel.

CHANNEL

Shows your current channel number.

SCAN

Shows a directory of the other users in Teleconference and, if they are "listed", what channels they are using. An example of the SCAN command:

: **SCAN <RETURN>**

USER-ID ...	*CHANNEL* ...	*TOPIC*
Betty	*44*	
Judy	*44*	
Farley	*(Chat)*	
Wilma	*44*	*DBASE*
Fred	*(Chat)*	
Barney	*(Unlisted)*	

The lower numbered channels are reserved for SIG Forums (usually 2-20). Channel 1 never has a topic. Other forum channels have topics that are the same as the topic for the corresponding forum. Non-forum channels show the topic selected by the moderator of that channel (if any) when the moderator is on that channel. In the above example, Wilma is moderating channel 44 with a topic of "DBASE". Farley and Fred are in the Teleconference "chat" mode (see below). Barney is "unlisted".

UNLIST

Hides your teleconference channel number from others when they SCAN the teleconference, except while you are on channel 1. When you first enter Teleconferencing after logging on, you are "unlisted" on all channels but channel 1.

LIST

Allows your teleconference channel number to be seen by others when they scan the teleconference.

PAGE <User ID> <message>

Broadcasts a message to another user who is not in the teleconference (or not on the same channel), requesting that user's attendance. Normally, a user may not be paged more often than once every two minutes. An antisocial user may disable others' ability to page him. A gregarious user can eliminate the 2-minute restriction. If, for some reason, your page does not go through, you will be so informed. Paging the Sysop when he is not online IS POSSIBLE, and if a Sysop is watching the main panel, you may get a response (no guarantees).

PAGE OFF

Prevents others from paging you. It also prevents other users from requesting to "chat" with you (see CHAT command, below).

PAGE ON

Enables you to be paged or to receive chat requests. This is the log-on default situation. Paging may only occur once every two minutes.

PAGE OK

Allows you to receive page or chat requests as often as people care to issue them.

CHAT <User-ID>

Allows you to enter "chat mode" where you can converse directly with <User-ID>. Each keystroke from one user is immediately echoed to both users. To begin chat mode, both users must consent. The first user requests, and the other consents, using the same command.

MODERATE <topic>

Sets the topic and makes you the moderator. The moderator has the following privileges on a channel:

- o Setting the topic for the channel
- o Squelching (silencing) other users on that channel
- o Unsquelching other users on that channel
- o Appointing another moderator for the channel

The channels with the lowest channel numbers are reserved for forum teleconferencing. Those channels have fixed topics, identical to the topic of the corresponding Special Interest Group (except that channel 1 never has a topic and cannot be moderated).

The moderator can change the topic of a channel by simply reissuing the MODERATE <topic> command. If the moderator just types MODERATE (without a topic) then suddenly no one is the moderator of that channel. The moderator relinquishes status if logged off, but not if he remains on-line. The moderator can exit back to the main menu, do something else, and then come back and STILL be moderator of the channel.

APPOINT <User-ID>

Transfers moderator priveleges to another user.

SQUELCH <User-ID>

Allows the moderator to silence any other user in teleconference. That user can no longer talk on that channel until either the moderator unsquelches him, or the user logs off. The Sysop can also squelch and unsquelch users.

UNSQUELCH <User-ID>
Permits a squelched user to speak again (Moderator and Sysop only).

EXIT or X
Takes you out of Teleconferencing, back to the main menu. If you come back before logging off, you will be on the same channel.

NOTE: Anything you type that does not fit one of the above formats is treated as a message to all other users on the same channel.

From the Main menu, you would enter teleconferencing in the following way:

Please select one of the letters shown, and then press <RETURN>: **T <RETURN>**

MULTI-USER TELECONFERENCE OF CERC BBS
You are the only one on teleconference channel 1 at the moment.
Type ? for help, otherwise you're on the air...
: ? <RETURN>

In teleconference, anything you type goes out over the network to everyone who happens to be on your teleconference channel at the time. In addition, you may use any of the following special commands:

PAGE <Userid> ...	*"pages" the user to your teleconference channel*
PAGE ON/OFF/OK	*allows/prevents/encourages others to page you*
WHISPER TO <Userid> ...	*sends a private message to another conferee*
/<Userid> ...	*(shorthand form of the whisper command)*
CHANNEL <#>	*switch to channel <#> of teleconferencing*
CHAT <Userid>	*join in a "chat" with a user, or request it*
SCAN	*displays all teleconference users on all channels*
UNLIST	*makes your channel number "unlisted" in scans*
LIST	*allows others to see your channel number in scans*
MODERATE <topic>	*sets conference topic and makes you the moderator*
APPOINT <Userid>	*(moderator only) resign, make <Userid> moderator*
SQUELCH <Userid>	*(moderator only) silence user in your conference*
UNSQUELCH <Userid>	*(moderator only) allow the user to talk again*
EXIT, or just X	*exits teleconference, takes you back to main menu*

CERC BBS - Information Menu

The Information Menu provides a means for BBS users to gain additional information about the BBS itself. A list of users currently logged in to the system (other than yourself), as well as who was recently logged in, can be obtained. Other information about the operations of the BBS and of CERC is also available. An example of the first two options is presented below.

Please select a letter (T,I,S,C,E,A,L,P,R,X, or ? for menu): **I <RETURN>**

The following system information is available:

0 => User-IDs of users recently logged off
1 => User-IDs of users currently online
2 => About the Computer System supporting this Electronic Network
3 => About the CERC Electronic Network Services
4 => About the California Educational Research Cooperative
5 => The current CERC staff
6 => What to do if you have a problem with this Network

Please enter a number from 0 to 6, or X to exit: **0 <RETURN>**

USER-ID ..... TIME ON TIME OFF
Sysop ... 14:18:52 14:19:56
Dmitchell ... 16:38:30 17:15:10
Dmitchell ... 17:16:34 17:20:10
Tmitchell ... 17:20:28 17:24:28
Sysop ... 12:47:30 12:48:22
Jhecht ... 12:48:28 12:53:16

Enter a number from 0 to 6, or ? for menu: **1 <RETURN>**

USER-ID ..... OPTION SELECTED
Jhecht ... Information on Users & the Network
Dmitchell ... Main Menu

Enter a number from 0 to 6, or ? for menu: **X <RETURN>**
Exiting Information Center, returning to main menu...

CERC BBS - Forum Menu

Forums provide a area where users sharing similar interests can exchange information about that topic of interest. The CERC BBS has a default forum titled **/PUBLIC**, which is reserved as a general discussion and information forum. Other forums will be created as interest is expressed in different topic areas (a complete list of the available forums can be obtained by choosing the "Select a new FORUM" option from this menu).

All forum names begin with a slash ("/"). The first time you use the BBS, you will be assigned to the default forum "/HELLO". From then on, the CERC BBS will keep track of the forums that you visit and will always return you to the last forum that you participated in (the next time that you log on).

In a forum users can both read and write messages to other members of the forum, directing their message to either a single user or a group of users. The messages may be written while the user is on the BBS, or may be composed on the user's own computer and then electronically transferred (uploaded) to the BBS. The receiving user(s) can then elect to either just read the message, or to read it and/or transfer it to their own computer (downloading the message). This facility is extremely useful if users want to exchange computer files or programs between each other, in addition to just straight messages.

Writing a message and attaching a file to it is essentially the same thing as uploading a file while in a forum. When you write a bulletin, you type in a topic and a body and then (optionally) upload an attachment file. When you select "Upload a File" option in the forum menu you are doing much the same thing: the topic and the body of the message serve as a "header" or introduction to the file for any user who would want to download that file. As such, it is important to use this place for informing potential downloaders of both what the file is about and what format (such as Wordstar, WordPerfect, Harvard Graphics, etc.) the file is in. This way the user who downloads the file that you uploaded will know what it is about and what program to use in order to read that file.

In the same way that writing and uploading are similar, reading and downloading are very closely related to one another. The same keyword search, scanning, and listing facilities are available, whether you are searching for a message (that may or may not have a file attached to it) or searching for a file (that is an attachement to some message). The difference is that searching and scanning for files ignores messages without attachements.

The CERC BBS supports four different protocols for file upload and download: ASCII, XMODEM (checksum), XMODEM (crc), and YMODEM (crc). Which of these protocols you might use will depend on the file you are uploading or downloading, as well as on the capabilities of your communications program. Check with the manual of your communications program for complete details on what your software will support.

In all of the bulletins of a forum there may be many conversations going on where one user will reply to a message, making some comments, and then other users will reply to his comments, and so on. These are called the "threads" of bulletins. All of these messages deal with the same topic. You can use the facilities of the CERC BBS to browse through the messages on a common topic by threading forward or backward through the user exchanges that have taken place about that topic. In reality, nothing very complicated is taking place when you do this. All that is happening is that you are only being shown those message pertaining to that one common topic in the order in which they were written.

Using a forum can become a very involved process. On the next several pages is a listing of the different commands available from within the forum menu option. Many of the commands will invoke additional menus, with more prompts and queries following those menus. These menus and sub-menus can be bypassed with a special feature known as "command concatenation", described later in this manual.

R - Reading Messages

There are given several ways to search for messages:

K ... keyword-search for bulletins
S ... scan through bulletins
L ... list bulletins
Q ... quickscan menu

RK - Keyword-search for Messages

This function searches through the messages in the forum, looking for those that contain specific keywords. You can view messages in chronological order or explore threads of a given conversation (tracing the replies). Only messages that contain all the keywords you specify will be searched. To specify just one keyword, you type it in:

Enter a keyword list, or X to exit: **DEMO <RETURN>**

The search makes no distinction between upper and lower case. To specify multiple keywords, you should separate them using spaces. You can use a hyphen to match any number of spaces, line boundaries, punctuation symbols, or numbers. Examples include:

Demo	Find all messages with the word "demo" in them.
Demo system	Find all messages with both the word "demo" AND the word "system" in them.

Demo-system	Find all messages with phrases like "demo system", or "****DEMO***SYSTEM***", but excluding, for example, a message with the phrase "drugs systematically demolish your brain".

If you start off your search with too many keywords in your list, the search will be over-constrained, and you may end up with no messages listed. If any messages can be found, you are shown a summary of the message.

Message Summary

The summary of a message looks like this:

#1668 19-MAY-89 16:15 From: Sysop To: /Hello ATT (5 replies)
Re: How to Download files (Reply to #1605)

This is what this summary means:

#1668	Message number.
19-MAY-89 16:15	When the message was written.
From: Sysop	Sender.
To: /Hello	Forum to which the message was written.
ATT	There is a file attached to this message, available for download.
(5 replies)	This message has been replied to 5 times.
Re: How to Download files	Topic of the message.
(Reply to #1605)	This message is itself a reply to message number 1605.

There are other notes that could have appeared in the message summary:

(cc: of #1667)	The message is itself a carbon copy of message number 1667. User "Sysop" wrote that message to some other user (using the Electronic Mail facility, see below) and then sent a copy (message 1668) to the forum named "/Hello".
(Fw by Interior)	This message was originally sent to user Interior who forwarded it to the current recipient.
(Reply to #1307, Reply to #953)	It all started with message 953, which some user wrote as a message to the forum named "/Hello". Some user replied to that message (he made message 1307) and now user Sysop has replied to HIS message (making message 1668).

Threading through Messages

Following the message summary is a one-line menu offering these choices:

N *Go on to the next chronological message.*
P *Go back to the previous chronological message.*
TF *Thread forward: look for replies to this message. (i.e. see LATER messages on the exact same topic)*
TB *Thread backward: look for the message to which this was a reply. (i.e. see EARLIER messages on the exact same topic)*
R *Read this message.*

You can see messages in chronological order by using the <N>ext/<P>revious options. In a keyword search, only those messages meeting the search criteria are shown. In a scan (see below), all messages in the forum are included.

You can digress from this chronological sequence by threading forward or backward. However, threading is subordinate to chronological searching or scanning in two ways:

1. When threading, any search criteria are suspended; you will see other messages with the same topic whether they include the keywords or not.

2. Each digression of thread-forward's or thread-backward's does not disrupt your Next/Previous sequence; when you select the <N>ext option again, you will pick up where you left off with the Next/Previous scanning. (You will NOT start from the message that you have threaded to).

Downloading Attachments

If a message has any attachments, you are asked if you want to download them, and if so, by what protocol:

This message has a file, 16384 bytes long, attached to it!
Would you like to display or download the file now (Y/N)? **Y <RETURN>**

Select one of the following:

1 ... ASCII text display
2 ... XMODEM download
3 ... XMODEM-CRC download
4 ... YMODEM-CRC download

The operation will begin as soon as you type a digit and press **<RETURN>**. Indicate your choice, or **?** for help.

Of course, you must have the appropriate communications software to download a file using methods 2-4. Using Method 1, if the file is an ASCII text file, you can simply view the file on your screen because the download will automatically be paused after each screenfull. By typing "1C" in response to this question, you can download an ASCII text file using the "capture" or "log" feature in your communications program to save the file to disk (there will be no screen breaks pausing between each screen of information).

After Reading a Message

After you read a message, a one-line menu offers you these choices:

R *Reply to this message.*
N *Skip to the next chronological message.*
P *Go back to the previous chronological message.*
TF *Thread forward: see any replies to this message.*
TB *Thread backward: see the message to which this was a reply.*

Replying to a message means writing another message to this forum. Your reply will become a part of the 'thread', and users will be able to read it in connection with the original message by using the **TF** or **TB** commands.

RS - Scan through Messages

Scanning searches through all messages in the forum. It is like a keyword search, but with no keywords specified. You can view messages either in chronological order, or in "threaded" order; that is, by tracing through replies with **TF** and **TB** the same way as a keyword search.

By default, your scan will start with the lowest-numbered message in the forum. You can also start the scan anywhere else by typing in a message number. To start a scan at the last (most recent) message in the forum, type some huge number like 999999. Formally speaking, scanning starts at the highest message number in the forum that is less than or equal to the number specified. The choices from that point are the same as they are for the keyword-search (see above).

The only difference between searching and scanning is that scan looks at ALL messages in the current forum, whereas keyword-search rejects messages that don't contain all of the specified keywords.

RL - List Message Titles

You can see a chronological list of message summaries with this command. 'Listing' will list messages (or just titles) without stopping for each one, whereas 'scanning' stops and prompts you for each message. The **RL** command is a good way to quickly capture a list of message titles from a forum, so you can log off and select the ones you might want to read. **RL** is also very good for capturing the full text of messages in a forum; again, so you can examine them in detail off-line (see Quickscan below for info on listing messages/titles in several forums at once). Typing RL brings up the following menu:

The listing modes available are:

B ... Brief-title (1 line per message or file)
T ... Title (2 lines per, plus a separator line)
F ... Full-text (2-line title plus full message text)

Option **B** produces the most compact listing of message titles: just the message number, date, author, and subject. This type of listing is good for quick on-line examination of messages.

Option **T** gives the full message titles with blank lines between each. This type of listing is best used for capturing to your own disk so you can decide which message to come back and read fully.

Option **F** lists the full text of messages, including the full titles. This is useful for capturing complete messages from a forum.

After selecting one of the above options, you are asked to specify a starting message number. Pressing **<RETURN>** or typing a period will start reading messages/titles at the first message which is new to you. Otherwise you may enter any message number to begin with. Type a 1 to begin with the earliest message in the forum.

RQ - Quickscan Menu

Quickscan allows many separate forums to be searched in one operation, and shows you only the messages you are interested in:

* You can choose the forums you are interested in (up to 20).

* Quickscan only shows "new" messages. That is, messages with numbers higher than the last message you have read in the forum.

* Quickscan keyword-search can be more complex than the read-message keyword-search: the equivalent of an "OR" operation can be included.

The Quickscan Threshold

A separate "message number threshold" is maintained for each forum in your list of Quickscan forums. This threshold records the highest message number of the messages in that forum that you have actually read. Just scanning or listing the message titles does not change the threshold--reading the message text with scan or list DOES. Quickscan searches and scans always start at this threshold. After finding a message, you can still scan back to the earliest message on file. To reset the threshold back to the earliest message in the forum, you need to delete the forum name from your Quickscan list, and reinsert it. For example, to do this to the "/Hello" forum, you can type from the forum menu:

RQC-/Hello <RETURN>
+/Hello <RETURN>

This is what that means:

R	Read
Q	Quickscan
C	Configure
-/Hello	Delete forum "/Hello" from the Quickscan configuration
+/Hello	Add forum "/Hello" to the Quickscan configuration

You should be aware that if you scan through messages by "threading" (tracing replies), you will probably NOT be seeing messages in strict chronological order. Reading messages out of chronological order may lead to missing some messages, since the next Quickscan will start with whatever messages are LATER than the LATEST one you have already read.

The first time you enter Quickscan, the Quickscan-configure option is automatically selected (see below), so that you can specify your personal Quickscan preferences. After you have configured your Quickscan, you have the following Quickscan choices:

K ... keyword-search for messages
S ... scan through messages
L ... list messages
C ... configure your quickscan

RQK - Quickscan Keyword-Search

Up to 5 keyword lists can be pre-specified for Quickscan keyword-search. The **RQK** command does not ask you to specify keywords, but uses the keyword lists already specified in your Quickscan configuration. This command will access all new messages that conform to the search criteria: a message is shown if ALL the keywords from AT LEAST ONE of the lists can be found in the message text. In technical terms, we say that the keyword specifications within one list are "ANDed", then the lists are "ORed" together.

This command otherwise proceeds in an identical manner to the **RK** command (see above).

RQS - Quickscan Scan

This command shows all the latest messages in all forums selected for Quickscan. The Quickscan keywords do not apply. The options are identical to those in the **RS** command (see above).

RQL - Quickscan List

This command lists all of the latest messages in all forums selected for Quickscan. The format of the message summaries is described with the **RL** command (see above).

RQC - Quickscan Configure

Quickscan configure allows you to add or delete forums from the quickscan, or to specify the keyword search criteria for the **RQK** command (see above). After typing **RQC**, you will see:

Your quickscan is now configured for the following SIG(s):

/Hello */Public* */NTP* */Tools*

\+ => *add a SIG to the list*
\- => *delete a SIG from the list*

Now you can type **+/Press** to add the /Press forum to the Quickscan list, or type **-/Tools** to remove the /Tools forum from the list.

Each time you enter a forum, either from the main menu or with **S** command at the forum menu, the new forum is added to your Quickscan list. Here's an example of how this can be a little confusing: you are in the /Press forum, type **RQC-/Press** to remove the forum from your list, type **X** to go to the main menu, then type **SRQC** to examine the Quickscan list, and discover that /Press is still there. To remove /Press from your list, you should first change to another forum, then remove /Press from the list (i.e. from the forum menu, **S/Hello RQC-/Press**).

To configure the Quickscan keywords, you type **K**, and then:

Your quickscan keywords are now as follows:

1. *ferment*
2. *malt-barley*
3. *waste toxic*
4. *waste nuclear*
5.

Enter a line number to change (1-5), e(X)it, or <?>Help: **X**

The above specifications contain 4 out of a possible 5 keyword lists. To add to the list, you could type:

5waste chemical <RETURN>

To delete the second item you would need to type:

2 <RETURN>
<SPACEBAR> <RETURN>

W - Writing Messages

Writing a message to a forum starts with the on-line editor (see below), entering a topic (up to 40 characters long) and then the body of the message (up to 1920 characters). After you are done with the body, you are given the option of uploading an "attachment" file, and if you do so, by what protocol, like this:

Select an upload method:

1 ... ASCII text display
2 ... XMODEM download
3 ... XMODEM-CRC download
4 ... YMODEM-CRC download

Of course, to upload a file using methods 2 through 4, you must have the appropriate communications software. You may use the first method to upload ASCII text. To end that mode of upload, you need to type a line containing only **OK**. For more information on uploading, see the section on the Library below.

D - Downloading a File

Files are referenced by the messages to which they are attached--there is no concept of a file name in the forums. The message itself should tell you what the name of the attached file is. All of the **D** commands work the same way as the corresponding **R** commands (see above), except that only messages with attachments are considered:

DK Keyword search for files
DS Scan for files
DL List of files
DQK Quickscan search for the latest files, based upon keywords
DQS Quickscan scan of the latest files
DQL Quickscan list of the latest files
DQC Quickscan configure (identical to **RQC**)

Scanning and searching files will show you the message summary for each file. To download a file, you must ask to read the message to which it is attached.

If you want to download a file attached to message number 1234, the quickest way to do this is to type this at the forum menu:

DS 1234 <RETURN>
RY <RETURN>

This is what that means:

D Download
S Scan
1234 Message number 1234
R Read the message 1234
Y Answer "yes" to the question "download the file?"

U - Uploading a File

You upload a file by attaching it to a message. The U command proceeds like the W command, except that the question for attachments is skipped (the answer is assumed to be "yes"). When you upload an attachment file, please make sure to mention the name of the file in the message. This will help other people name it when downloading, and it will also tell them whether the file is compressed or in special format.

T - Teleconference

This option puts you in the teleconference on the special channel reserved for the current forum. For instructions on using Teleconference, see above.

S - Selecting a New forum

You use this option to select a forum so that you can read or write messages, or upload or download files. Two common uses are:

S/Signame	Select a specific forum named "/Signame"
S?	Show a list of all forums

In the first case, you get the menu for that forum (see above). In the second case, you get a list of forums; for example:

Forum	*Msgs*	*Files*	*SIG-Op*	*Description*
/Hello	*605*	*0*	*Sysop*	*Questions and answers about this BBS*
/Public	*124*	*12*	*Dmitchell*	*Public Information Access*

CERC BBS - Classified Ads Menu

Classified ads allow users the facility to list items of interest. Other users may read these items and provide responses to the user who posted the ad. While originally intended as a means for listing items or services for sale (or the desire of a user to purchase a particular item or service), classified ads on the CERC BBS serve a somewhat different function. On this Bulletin Board the classified ads allow user to solicit feedback on certain very specific topics. It is possible that a Forum would also deal with the same topic, though typically Forums are more general in nature. When a user has a specific need (such as for an answer to a detailed question, a desire to know about a particular good or service, or a request for a particular response) the classified ads may be a good alternative to the regular discussion Forums.

Please select a letter (T,I,S,C,E,A,L,P,R,X, or ? for menu): **C <RETURN>**

The following classified advertising services are available:

G => General information
S => Scan or read ads
P => Place an ad
M => Modify an ad
D => Delete an ad
C => Check reader responses

Select a letter from the above list, or X to exit:

A classified ad consistes of the following parts:

(1) Ad number	An arbitrary number assigned to the ad when the ad is first entered into the system. The CERC BBS tracks the ad by this number.
(2) Topic	A short description of the ad, up to 64 characters in length. The ads are sorted alphabetically by the topic.
(3) Body	The actual text of the ad (up to 1920 characters).
(4) Responses	Inquiries from individual users, each up to 39 characters in length. Typically this is just enough room for a phone number, name, offer, etc.

G - General Information

This option displays a description of the Classified Ad service, and some tips on how to get started using it.

S - Scan or Read Ads

You can access ads alphabetically by topic, or by the ad number. The ad number is an arbitrary sequential number assigned when the ad was written.

After selecting option **S** from the Classified Ad menu, you are asked to type in either the topic or the ad number. If the topic you type is not among the current ads, then the next alphabetical ad is accessed. If you type in the ad number of a current ad, that ad is accessed.

Whatever ad is accessed, the ad number, topic, and header are displayed on a single line, like this:

Select a classified ad option (G,S,P,M,D,C,X, or ? for help): **S <RETURN>**

Enter a search topic, an ad number, or ? for help: **P <RETURN>**

#486 (by Cdn): Position Wanted

Scan forward (F), backward (B), read (R), or exit (X)? **F <RETURN>**

#509 (by Cdeboer): Hot new idea for Gr 4 Math!!!

Scan forward (F), backward (B), read (R), or exit (X)? **F <RETURN>**

#490 (by Amstarss): Need a source for low-cost modems.

Scan forward (F), backward (B), read (R), or exit (X)?

As you can see, the **F** option scans ads by topic in increasing alphabetical order. The **B** option scans in decreasing alphabetical order. Because the ads are sorted by topic, you do not have to be too accurate when specifying a topic to start the search (the example above uses simply the letter **P** to start a search). To read the ad, you enter **R**, and then you get a chance to respond to the ad with a very brief message. Here is an example of reading and responding to a Classified Ad:

#1034 (by Coldrs): Lightbulb Savers for sale (up to 85% off in quantity)

Scan forward (F), backward (B), read (R), or exit (X)? **R <RETURN>**

BLINKOUT ENTERPRISES brings you Lightbulb Savers (TM)!

The miracle of modern computer technology has enabled us to save you lots of money in lightbulb replacements. Just listen to the candid testimony of this frugal factory manager:

"I run a 50,000 square-foot factory in Keeboten, Michigan. We were spending thousands of dollars a year replacing burned-out lightbulbs. That is, until I started using Lightbulb Savers (TM). I haven't bought a lightbulb in three years. Not only am I saving money on lightbulbs, but I also chucked two maintenance employees out on their butts."

-- J. Edwards, Cold Rolled Steel Co.

Order yours today: 1-800-BLINKIT All major credit cards accepted

100 for $39.95
1000 for $199.95
10,000 for $999.95
100,000 for $5,999.95

Do you want to respond to this ad? **Y <RETURN>**
Enter your response (39 characters max): **Send more info <RETURN>**

When you respond to an ad, you do not need to identify your User ID. That is automatically recorded with each response, and is shown to the placer of the ad when they check for responses (see below). Also recorded are the date and ad number. If that user is in the Registry (see below), the placer of the ad can look there.

If you are scanning an ad that you have already responded to, then when you read it you get a chance to change your response:

Your current response to this ad is: Send more info
Do you want to change it? **Y <RETURN>**
Enter your new response: **Please mail me a cat soonest <RETURN>**

Scanning will continue until you enter **X** to return to the Classified Ad menu.

P - Place an Ad

When you select option **P** from the Classified Ad menu, you are asked for topic (up to 64 characters) and body (up to 1920 characters) of your ad. The ad is assigned an ad number and written to disk. Classified ads have a lifetime of only several weeks before they are automatically purged.

M - Modify an Ad

When you select option **M** from the Classified Ad menu, you are asked for an ad number. If you don't recall the ad number, you must find it first by scanning the ads for the one you wrote that you want to change. Only the person who places an ad (or the Sysop) can modify it. After specifying a proper ad number, you enter the on-line editor (see below for explanation of editor). Both the topic and the body of the ad may be modified.

D - Delete an Ad

To delete an add you select option **D** from the Classified Ad menu. Then you are asked for and ad number. If you don't recall the ad number, you must find it first by scanning the ads for the one you wrote that you want to delete. Only the person who places an ad (or the Sysop) can delete it. After specifying a proper ad number, the ad is deleted.

C - Check Reader Responses

When you select option **C** from the Classified Ad menu, you are shown all responses to ads that you placed. Responses look like this:

From Jhecht RE:#1034 on 10/15/88: Please mail me a cat soonest

When you check your ad responses, you are asked if you want those responses cleared off the system. If you do not, you are warned that responses have a lifetime of only a few weeks.

CERC BBS - Electronic Mail Menu

Electronic mail is the true backbone of any Bulletin Board System. Like its federal counterpart (though much faster), E-mail allows users to write "letters" to another user (or groups of users). After a message has been written and posted, the receiving user is notified that they have E-mail the next time they login to the BBS. Computer files can be included as part of an E-mail message, uploaded in much the same way as done when writing for a discussion Forum (see the section of Forums for a further discussion of uploading and downloading). The E-mail system also allows the sender of a message to request a return receipt, a message sent back to the original user when the recipient read their E-mail.

Please select a letter (T,I,S,C,E,A,L,P,R,X, or ? for menu): **E <RETURN>**

The following Electronic-Mail services are available:

R => *Read message(s)*
W => *Write a message*
M => *Modify a message*
E => *Erase a message*
X => *Exit from E-Mail*

An Electronic Mail message consists of the following parts:

(1) Message number	An arbitrary number assigned when the message is first written. The CERC BBS tracks the E-mail by its unique message number.
(2) Topic	Up to 40 characters long.
(3) Sender	This is the user who writes the message.
(4) Recipient	This is the user that the sender identifies to receive the message. If the message is in a SIG, then the recipient is the SIG name, such as "/Hello".
(5) Message	Up to 1920 characters long, including <RETURN>s.
(6) Attachment	This is a file that the sender of a message may upload for the reader to download.

R - Read Messages

When you type **R** from the Electronic Mail main menu, you are asked if you want to:

Read messages (T)o you, (F)rom you, or ? for help: **T <RETURN>**

You can type **T** to see incoming messages, or **F** to see your outgoing messages that are still on file (that the recipient has not yet erased), including messages written to forums. After answering the above question, the next prompt is something like this:

Enter message number to start with, or ? for help
(Just hit RETURN to start with message #48148):

Now you can just press **<RETURN>** to start scanning messages from the earliest on file, or you can type some other message number to start there. If you type an inappropriate message number, the scan will start with the next lowest message number. That means that you can type 999999 and get the most recent message. Use a dot (.) to represent the default answer of the earliest appropriate message number on file.

You can answer several questions at once using command concatenation. For example, if you type **ERT.** from the main menu of the BBS, you will get a summary of your first incoming message, looking something like:

#48148 17-APR-89 11:07 From: Kent To: Darkshade RRR ATT
Re: Framework III Telecomm (Reply to #47986)

There is a lot of information here, so let's look at it one piece at a time:

#48148	Message number
17-APR-89 11:07	When the message was written
From: Kent	Sender
To: Darkshade	Recipient
RRR	Return receipt was requested--in this case, user Kent gets a return receipt sent back to him when Darkshade reads the message.
ATT	User Kent has uploaded a file and attached it to this message for Darkshade to download.
Re: Framework III	Topic of the message.
(Reply to #47986)	This message is itself a reply to message number 47986 from Darkshade.

Apart from *RRR*, these notes are identical to forum messages, and are covered in the previous section discussing forums. If the parenthetical notes end with "*)", then they have been truncated due to length limitations. After seeing this summary, you are given the option:

(N)ext, (P)revious, or (R)ead this message?

If you enter **P** or **N**, you are shown the summaries of other messages, progressing earlier or later, respectively, through the appropriate messages on file. When you enter **R** you see the body of the message. After reading a message with an attachment, you are asked if you want to download the attached file, and if so, by what protocol. This works the same as in a forum (see above).

After the download step (if any), you can:

(R)eply and erase, (E)rase, (F)orward it, (P)revious or (N)ext?

Answering **P** or **N** scans other messages, just as in the question after the summary. The message is kept on file in these cases. Actually, **E** is just like **N** except that with **E** the message is erased. If you answer **F** you are allowed to specify just one user or forum to which to forward this message. This forwarded message is identical in message content, topic, and attachment. The sender is also unchanged, and the identity of the original recipient appears in a parenthetical note after the topic of the new message. As an example of forwarding a received message, here is what can happen after you type **F** in response to the above question:

Enter a User-ID or Forum to forward this message to: **Sysop <RETURN>**

<<< CONFIRMED: MESSAGE #2094 RENUMBERED #2095,
FORWARDED TO "Sysop" >>>

W - Write a Message

When you type **W** from the Electronic Mail menu, you are asked where to send the message:

User-ID or Forum to send message to (hit RETURN for "Sysop"):

To send a message to a forum, type the forum name at this prompt, including the slash (i.e. "/Hello").

Next you are asked to enter a topic for the message of up to 40 characters. Then you begin using the on-line editor to type in your message (see below for more info on the editor). There is automatic word-wrap, so you can type text in freely.

When you are done typing your message, you type **OK <RETURN>** at the beginning of a new line. Then you get a chance to edit the message. You can bypass this step and exit the editor by typing **/S** instead of **OK**.

Then you are given three yes/no options for your message: attachments, return receipts, or carbon "copies". Note to experts: if you know that you want to answer "no" to all three of these questions, you can just type **NNN** in response to the first question.

If you want to attach a file to your message, it works just like it does for forum messages (see above).

If you answer yes to a return receipt option, then you will get back a return receipt message when your message is read by the recipient.

If you answer yes to copies, you can send identical copies of the message to other users or to a forum.

M - Modify a Message

When you type **M** from the Electronic Mail main menu, you are asked for a message number. If you don't recall the message number, you can type **RF.** from the Electronic Mail main menu, and scan through your outgoing messages that are still on file, to find the message number of the message you want to change. Then you can enter **M** from the Electronic Mail menu and enter this message number. This gets you into the on-line editor, where you get the following menu:

EDITOR OPTIONS:

S)ave message	*R)e-type a line*	*A)ppend message*
C)hange text	*D)elete line*	*L)ist message*
T)opic change	*I)nsert line(s)*	*N)ew message*
H)elp		

Select an option from the above list:

See below for instructions on the editor. Only the topic and body text of the message can be modified: the recipient, attachment, and the return receipt option may not be modified. If you have forwarded a message to several other users, you can only modify those messages individually. All of those message have different message numbers and are listed separately when you scan the messages "From" you.

E - Erase a Message

To erase a message you type **E** from the Electronic Mail menu. You are then asked for a message number. If you supply the message number of a message that you wrote, or that was written to you, that message is deleted. Therefore, only the sender and recipient of a message are able to delete it.

CERC BBS - Account Menu

When you create a new User-ID the BBS will request certain information from you such as your name, employer, work address, and the like. If you made a mistake in entering this information, or the information changes, you can use the Account Menu to update the BBS files on your account.

This menu can also be used to check on how many credits you have left on the BBS. The CERC BBS is a credit monitored system. When you create your account you are automatically allocated a certain number of BBS credits. Using the BBS costs you credits, with the exact credit charge depending on the type of service you are using. The more you use the BBS, the more credits are subtracted from your total. Eventually, you will run out of credits and will need to contact the SYSOP in order to be allocated more. By employing this credit allocation and use system CERC is able to keep track of how much each person is using their login account. This method also allows us to track which of the BBS options are being used, and how much they are being used. In this way the system can constantly be fine tuned to meet the needs of its users.

Please select a letter (T,I,S,C,E,A,L,P,R,X, or ? for menu): **A <RETURN>**

User-ID ..... Tuser
Account Created 05/16/89
Last Logon 05/16/89

1. *Name ..... Test User*
2. *Company ..... ABC School District*
3. *Addr Line 1 .... 123 Anywhere Street*
4. *Addr Line 2 .... Anytown, CA 12345*
5. *Phone Number ... (714) 123-4567*
6. *System Type .... IBM PC or compatible (ANSI ON)*
7. *Screen Width ... 80*
8. *Screen Length .. 24*
9. *Age 0*
10. *Sex .....*
11. *Password ..... <not displayed, for security reasons>*
12. *Credits..... 50000*

Enter the line number of the item you want to change, or X to exit:

CERC BBS - File Library Menu

The Library of Files allows you to download or upload files. For neophytes, DOWNLOADING means copying a file DOWN from the BBS to your own computer, and UPLOADING means copying a file from your system UP to the BBS. For basic information about these processes, you should read the manuals that come with your communications software.

Files on the BBS are organized into Library Information Banks, or LIB's. Files are tagged with descriptions and keywords that can help you locate and identify useful files. You can search for a file through its keywords, or specify it directly by name.

From the Library menu you may select a specific LIB, list the files it contains, search for a file based on its keywords and then download it, or upload your own file into the LIB.

As with the other areas of the BBS, you may concatenate menu commands to perform several operations at once (see the prior references to command concatenation above).

Library Information Banks

LIB's are designed to organize information on the BBS. Each LIB represents a unique sphere of interest in which you may retrieve (download) or contribute (upload) data. Our LIB's are constantly under revision, to insure that only files and programs that share a common theme are grouped together. In this way you can have quick access to all of the items that are interest to you while ignoring those files and programs that are not.

Think of a LIB as a section of your neighborhood library. In the humanities section you would find the classic works of the philosophers Descartes and Goerte. If you were researching the metabolism of pilot whales, you would go to the science section. Just as each section of a traditional library has a specialized purpose, the LIB's of the CERC BBS support a high degree of technical specialization and differentiation.

When you select a LIB, you have access to all files in that LIB. When you select the main LIB (named "MAIN") you have access to all files in the library. The main LIB is, in a sense, the "union" of all LIB's in the system.

Keywords and Indexes

Keywords are attached to each file in the Library so that the file can be referenced by its content or subject. An Index is a list of files sorted by these keywords. In the MAIN LIB, the file "INDEX." is the Master Index: a list, by keyword, of all files in the entire Library. In the other LIB's the file named "INDEX." is a list, by keyword, of the files in that LIB. Newly uploaded files will not appear in the indexes until the next auto-cleanup (every day at 3 AM).

The keywords of a file are provided by the user who uploads it, and approved by the SYSOP. Keywords should be short and simple. When choosing keywords for a file, minimize abbreviations, synonyms, suffixes, and avoid keywords that are too general, as well as those that are too specific. To follow the existing terminology, look through the Library and LIB Indexes, or use Download (option D from the Library menu) to search for files by their keywords.

If you must use a multiple-word keyword, use the comma so that the more important word comes first. For example, "america,north" "compound,organic". Use multiple keywords only when:

There exists no single word that identifies the concept,

The subordinate word is meaningless without the main word, but the main word is too broad without its subordinate.

Note that the master index is not a concatenation of subordinate indexes (in the manner that the master file directory is formed by concatenating all other file directories). The master index lists files by keyword regardless of LIB, though the LIB name is listed for each file. All indexes include keyword, file name, and short file description.

Card Catalog (Reference Aids)

The following reference aids are available by typing commands directly from the Library menu (note that these are simply concatenated menu commands):

COMMANDS	LIB INFORMATION
S ?	List of all LIB's
S .	Complete description of the current LIB.
S <lib>	Complete description of any specific LIB. Side effect: <lib> becomes the current LIB.
	FILE DIRECTORIES
F	Directory of files in the current LIB.
D <lib>\FILES. L	Directory of files in any specific LIB.
D MAIN\FILES. L	Directories of files in all LIB's

COMMANDS	FILE DETAILS
D <file>	Complete description of a file in current LIB. (you must include the "." in the file name).
D <lib>\<file>	Complete description of file in a specific LIB.
	KEYWORD SORTED INDEXES OF FILES
D INDEX. L	Index of all files in the current LIB.
D <lib>\INDEX. L	Index of all files in the <lib> LIB.
D MAIN\INDEX. L	Master Index of all files in the library.
	KEYWORD DRIVEN SEARCHES
D <keyword>	Search for a file, based on its keywords, within the current LIB.
S <lib> D <keyword>	Search for a file, based on its keywords, within a specific LIB. Side effect: <lib> is selected.
S MAIN D <keyword>	Search for a file, based on its keywordls, across the entire library. Side effect: MAIN LIB is selected.

Library Services

The standard Library menu looks like this:

G => General information
S => Select a LIB (type 'S?' for a list)
F => File directory
D => Download a file (or just search for one)
U => Upload a file

Current LIB: MAIN The Main SIG
**** 4 new uploads today! ****
**** 7 new uploads this week! ****

Select a letter from the above list (or X to exit):

Some of these options allow both prompt-driven and command-driven operation. For example, if you select library menu option **D**, you will need to specify a keyword or a file name and a download protocol (see below for details). You may supply this information one item at a time, after you are prompted for it. This is called prompt-driven operation. Once you get familiar with the download option, you may want to supply all of the answers to these questions one one line. This is called command-driven operation. In the following subsections, both methods will be discussed.

General Information

After typing **G** from the library menu, you will be given an introduction to the library. You can then can obtain more information on one of the following subjects:

L ... Library Information Banks (LIB's)
S ... Selection of LIB's available
K ... Keywords and Indexes
C ... Card Catalog (reference aids)

Typing **?** at this point causes the library information (and this submenu) to appear again. After any of these options are selected, you are allowed to pick another of these submenu options for more details. Type **X** to exit from the general information submenu, back to the library menu.

If you access the general information using the command-driven method, you will return directly to the library menu. For example, to see a list of LIB's, you may type **GS** from the Library menu. After the list is completed, you will be returned to the library menu (you will completely bypass the above submenu).

Selecting a LIB

This option allows you to select a Library Information Bank (LIB) to be the current LIB. Most commands in the Library either work only with the current LIB, or default to it when no LIB is specified. Use the General Information menu option **S** (or type **GS** from the Library menu) to get a list of all of the existing LIB's. After selecting a LIB, you are given a complete description of it, including descriptions, limitations, and special options in effect.

File Directory

By typing **F** from the LIbrary menu, you get a list of the files in your currently selected LIB. The information listed in the file directory looks like this:

FILE DIRECTORY OF LIB MAIN The Main File Library

File	*Bytes*	*Source*	*Description*
BBSES.TXT	*3200*	*Stryker*	*Galacticomm BBS systems*
CHANGES.TXT	*2035*	*Sysop*	*List of recent changes to the BBS*
FILES.	*1763*	*Sysop*	*File Directory for the entire library*
INDEX.	*0*	*Sysop*	*Master index for the entire library*
LIBS.	*1422*	*Sysop*	*List of Library Information Banks*

The file directory in the MAIN LIB lists all files in the library. It begins with the files in the MAIN LIB, as above, and then continues with the file directories of all the other LIB's. This master file directory is simply a concatenation of the file directories from each LIB.

Download

After selecting the download option (D from the Library menu), you are asked to supply a keyword or a file name. If you specify a keyword, you are shown five keywords starting alphabetically from the one you specified. You are now in the keyword search mode. You are shown the keyword, filename, and short file description for each file. At this point you may pick one of these five files (by typing a digit 1 to 5), scan forward or backward through the files by keyword (by typing F or B), select a file "age bracket" (by typing, for example, "-2" to display files less than 2 days old), or specify a new keyword or file name.

Keyword search from the MAIN LIB works a little differently. From any other LIB you are shown the keywords and files that are in that LIB. From the MAIN LIB you are shown keywords and files from all LIB's in the Library. In this case, the list of five files also includes LIB names.

Note that one of the "keywords" associated with a file is always its date; so if you need to review the files uploaded since a certain date, you can give the date desired in the form MM/DD/YY. Interestingly enough, the internal keyword-sorting function knows to sort these dates as though they appeared YYMMDD, so that they will appear chronologically.

Once you have chosen a file, you are given a complete run-down on the file, including file name, short description, date, time, size, source (who uploaded it), approximate download duration, number of times downloaded, keywords and the long description. Immediately following this is a list of download protocols and other options:

File FILES. *File Directory for the entire library.*

Date: 06/22/89 *From: Sysop* *Downloads: 28939*
Time: 02:44:06 *Size: 87558 bytes* *Download time: 9 minutes*

Keywords: <none>

This text file is a list of all files in all Special Interest Groups of The Major BBS. This list is automatically maintained by The Major BBS. It only shows those files that have been approved for download by the SYSOP. (The SYSOP is notified of any unapproved files when he logs on).

L --> List this file, one screen at a time \ *Use these options*
A --> Download it using ASCII text protocol / *only on ASCII files*
M --> Download using XMODEM
C --> Download using XMODEM-CRC
Y --> Download using YMODEM
Z --> Download using ZMODEM
S ... Search for another file
R ... Review the description of this file

What do you want to do next? (Type 'X' to exit or '?' for help):

To use options **A, M, C, Y,** or **Z** you should have the appropriate communications software. After selecting one of these protocols, the BBS will say that it is ready to begin the file transfer. At this point you should instruct your communications software to begin receiving a file (with the matching protocol, of course). You should take the time to read the manual for your communications software before attempting a file transfer. The BBS Sysops may not have any experience with the software you are using, and your best source of information is the manual. The thing to be aware of is that you control both computers for the file transfer (your machine, and the BBS). When downloading you must first tell the BBS to send you a file, then you tell YOUR machine to receive the file. Instructing the BBS is simple...just select one of the above letters. The command you must give your communications software is different for every package (i.e. Procomm--PgDn, Framework III--Ctrl-Ins, Mirror--PdUp, etc.), which is why you should check the manual.

Option **S** will return you to the keyword search mode (after asking you if you want to specify a new keyword or use the previous selection).

Now, back to the original "keyword or file name" question. If you specify a filename, you skip the keyword search phase and immediately get the complete description of the file. For this to happen, you must give the full name of an EXISTING file.

You may prepend the LIB name to the file name to refer to a file outside the current LIB, as in: "LIBNAME\FILENAME.EXT". You may use the command-driven form of the download option to specify a complete download operation from the library menu. For example, the command "D FROG.DAT L", entered from the library menu means: download the file FROG.DAT using the "list" protocol (text, one screen at a time).

Recovering an Aborted Download

Files downloaded using ZMODEM protocol may be restarted at the point in the file where they left off. If the aborted download was recent, you are given an additional option in your library menu:

G => General information
S => Select a LIB (type 'S?' for a list)
F => File directory
D => Download a file ('DR' to resume downloading "FROG.DAT")
U => Upload a file

To resume the aborted download, you type **DR** from the Library menu. The **DR** command also will resume downloading a list of files at the proper point (see below). Aborted downloads are not remembered across the daily auto-cleanup (occurs at 3AM). If the aborted download was not recent, or if for any other reason the system does not remember it, you may also specify **ZR** in place of the above **Z** protocol to resume the download of a single file.

Multiple File Download

The ZMODEM protocol supports multiple files per transmission. You may specify a list of files with the **D** command, to be downloaded using ZMODEM, for example:

D *.DAT *.ARC *.TXT FILES

The only protocol option for multi-file download is:

To start downloading the above file(s) (from the current LIB only), type:

Z --> Download using ZMODEM

Or type 'X' to exit:

The **Z** may also be appended onto the end of the file list for brevity. To resume an aborted multi-file download, use the **DR** option mentioned above. Even if the aborted download was started with the command **D *.* Z**, the download will resume with the file that was aborted. If the system does not remember your aborted download, you may also specify **ZR** for your multi-file download protocol. In this case, all files in your file list will attempt to be "resumed", so that files already downloaded will be skipped and not downloaded again.

Upload

This mode allows you to send files to the BBS. You are asked to supply:

A (unique) file name
Short file description (40 characters)
Long file description (320 characters)
Keywords

After you supply this information you may upload the file using one of three protocols:

A --> ASCII text protocol
M --> XMODEM protocol
C --> XMODEM protocol with CRC
Z --> ZMODEM protocol

After a successful upload, if you are not satisfied with everything about the file, you may change the descriptions, or the keywords, or re-upload the file. If you simply exit to the Library menu (with the **X** command), all trace of the file on the BBS will be lost.

Normally the file you have uploaded is not available for other users to download until the Sysop approves it. This allows the Sysop to verify that the file is OK for public consumption (readable, runnable, and safe).

After uploading, you also have a chance to change the file's descriptions, or its keywords, to re-upload it, or to delete it. You get this chance after asking to upload the same file again. You are presented with a list of options for changing the file. This is called the "re-upload" menu. To get to this point, you must have uploaded the file, and it must not yet be approved for download by the Sysop.

Changing the keywords is a simple chore. To start with, you are given a numbered list of the current keywords. Then:

To add a keyword, simply type the next number (if there are 4 keywords, type **5**)

To delete a keyword, type in the number of that keyword, **<RETURN>**, and then type - and **<RETURN>** again.

To change a keyword, type in the number of that keyword, **<RETURN>**, and type the new value for that keyword.

Resuming an Aborted Upload

When a ZMODEM upload is aborted, you may resume it later at any time, by specifying the "resume" feature to your ZMODEM-compatible communications program. Aborted ZMODEM files retain the portion of the file that has been uploaded for this reason. (Under any other protocol, and aborted upload will be lost.)

Multiple File Upload

To upload multiple files, you type **U *** from the main menu of the File Library. The only protocol for multi-file upload is:

To start downloading the above file(s) (from the current LIB only), type:

Z --> Download using ZMODEM

The file(s) will have the same name(s) as on your system, blank descriptions and no keywords.

Select 'Z' to upload your file(s):

For brevity, you may specify the protocol along with the rest of the upload command as in U * Z. As it says above, the names for the files will come from your system: the file names that you specify to your ZMODEM-compatible communications utility will be used as the names of the files in the library. Incompatibly named files will abort the upload. If re-uploading a file, you must enable overwriting of the file in the communications utility.

CERC BBS - Polls Menu

The Polls Menu allows users to express their opinions on a variety of different topics. Each of the topics has a number of different questions related to it. Users first select which poll they want to participate in, then proceed through a dialogue responding to the questions asked by the BBS on that topic.

As of this writing the only poll topics on the BBS are those that were supplied by Galacticomm, the company that wrote the BBS program. It is anticipated that, as information needs evolve, these polls will be modified to include new topic areas and questions. When this happens users will be notified, through announcements on the BBS and elsewhere, that their responses to a particular poll are desired.

Please select a letter (T,I,S,C,E,A,L,P,R,X, or ? for menu): **P <RETURN>**

The following questionnaires are currently active:

1.	*PS/2*	*Survey on the PS/2... Like it? Don't? Speak your mind!*
2.	*CREDAPP*	*Sample credit-application questionnaire*
3.	*EDUQUIZ*	*An example of using the system for test administration*
4.	*CLAIM*	*An example of an insurance claim form to be filled out*
5.	*ELECT'88*	*A typical political polling application*
6.	*TICKETS*	*Reservation-request placement demonstration*
10.	*TRIVIA*	*This one's a contest, get them all right and win 100,000 credits*

Select a number from the above, R for results, or X to exit:

CERC BBS - Registry Menu

CERC BBS users may elect to provide additional information about themselves and their school districts. This option is completely voluntary, but can provide a means for other BBS users to initiate dialogue with you based on a common interest. Detailed information about users is solicited and kept through the Registry Menu. It is in this menu that you are asked a series of questions about you and your district. The information is catalogued and cross-referenced so that other users can query the registry to find out about you. You always retain the ability to update or otherwise modify your registry entry.

Please select a letter (T,I,S,C,E,A,L,P,R,X, or ? for menu): **R <RETURN>**

The Registry of Users helps you get to know other users of this system. And, you can describe yourself, so that others can get to know YOU.

When you create your Registry entry, the answers you give to the various questions become AVAILABLE TO THE PUBLIC. Please do not enter any confidential information! If you don't want to answer a given question, just type "N/A", "unlisted", or words to that effect.

After you complete your entry, you will be able to edit it. Feel free to update your information as often as you like. To see a directory of all users now registered, select the 'D' option from the menu below.

The following Registry services are available:

G => General information
D => Directory of users in Registry
("DA" to start at beginning)
Y => Create YOUR entry
L => Look-up another user's entry
X => Exit to main menu

Select a letter from the above list:

Option **D** gets you a list of the other users in the Registry, sorted alphabetically by their User-ID, starting with any letter of the alphabet. Option **Y** allows you to enter the information for your own entry in the registry. After you do this once, option **Y** can later be used to make modifications to your entry. Option **L** lists out any user's entry by their User-ID.

CERC BBS - The On-Line Editor

The on-line editor gives you the ability to enter or modify a text message. The editor is invoked by the following services:

- o SIGs (Special Interest Groups)
- o Classified Ads
- o Electronic Mail

In all of these cases, when you are composing a message from scratch, you are asked for a short topic first, and then the body of the message, like this:

Enter the topic of this message (40 chars.): **Monday's board meeting**

Your message can be up to 1920 characters long. When done, type OK on a line by itself. (Or, type /S to save and proceed, without editing).

Fred, I don't think Johanson is going to be prepared for this upcoming board meeting. As you know, his presentation is critical to the smooth opening of our new division. Cash flow problems will kill it. That's why I'm asking you to prepare a brief proposal for me to present to them after Steve leaves, in case he blows it, of course. My guess is that old Farnsworth is just LOOKING for an excuse to put you in that V.P. seat.

Must have it by Friday A.M. Include sales projections, budget, and floorplan.

Regards, Jerry.

/S

In this example, the user writing the message saved it and exited the editor when he typed **/S** on the last line. This line did NOT become part of his message.

The editor has two modes of operation:

ENTRY MODE - type in text, as you do on a typewriter
COMMAND MODE - type in command that modify the text

Each of these two modes will be explained in the following pages. Overall, however, the on-line editor allows you to make modifications to messages that you have written on the BBS after you have entered them. This feature allows for greater flexibility of editing in composing messages while on the BBS.

Entry Mode

When you type the body of a brand new message, you are in the entry mode. Text entry is like typing on a typewriter--typing line after line of a message. Text entry is automatically "word-wrapped" so that you need not press **<RETURN>** at the end of each line within a paragraph. If you type in an "empty" line (press **<RETURN>** when the cursor is at the left margin) then the editor gives a brief help message but NO TEXT IS ADDED TO THE MESSAGE. To add a blank line to the message you need to type **<SPACEBAR>** **<RETURN>** from the left margin.

While in entry mode, if you want to:	You simply type in a single line with only this on it:	Meaning:
Switch to command mode.	**OK**	End-of-message
Exit the editor and save the message.	**/S**	Save
Exit the editor, throwing away any changes to the message since you last started the editor.	**X**	Exit

Command Mode

When you enter the command mode, you get the editor menu:

EDITOR OPTIONS:

S)ave message *R)e-type a line* *A)ppend message*
C)hange text *D)elete line* *L)ist message*
T)opic change *I)nsert line(s)* *N)ew message*
H)elp

Select an option from the above list:
The short form of the editor command menu is:

Select an editor option (S,A,L,C,H,R,D,I,N,T, or ? for menu):

While in command mode, if you want to:	You simply type in a single line with only this on it:	Meaning:
Switch to entry mode (picking up at the end of the message).	A	Append
Exit the editor and save the message.	S	Save
Exit the editor, throwing away any changes to the message since you last started the editor.	X	Exit

List of Editor Commands

Here is a list of the editor commands:

Save Message
Write the message to disk as it stands. Exit the editor.

Append to Message
Go into "entry mode" to type in more text for the message starting at the bottom of the message.

List Message
Display the message with line numbers.

Change Text
In a specific line of the message, replace a certain string with another. For example, if line 6 looked like:

06: The quick brown fox jumped over the lazy dog.

Typing: **C6 <RETURN>**
ed <RETURN>
s <RETURN>

changes the line into:
06: The quick brown fox jumps over the lazy dog.

Help
Display instructions on any of the other editor commands. For example, **HC** gives you information on the CHANGE command.

Retype a Line

Replace one line (specified by number) with a new line. For example, **R2** allows you to type in new text for line 2. Lines 1 and 3 through the end of the message (if any) are not changed.

Delete Line

Remove a line (specified by number) from the message. For example, **D15** removes line 15 from the message, and moves lines 16 to the end of the message (if any) up one line.

Insert Line

Insert a line before another line in the message. For example, **I4** moves lines 4 to the end of the message down one line and you begin typing in a new line 4. To insert after the last line in the message, use the APPEND command.

New Message

Erase all text in the message, but stay in the editor command mode. You are asked to confirm this command with a **Y** response.

Topic Change

Retype the topic line of the message.

CERC BBS - Exiting from the BBS

After a good session on the CERC BBS you will want to logoff from the BBS before disconnecting your modem and turning of your computer. Logging off is accomplished by returning to the Main Menu, then selecting the **X** option (to exit from the BBS). You will be asked if you really want to do this and, if you do, you will be logged off.

The CERC BBS automatically hangs up the telephone line after you have logged off, allowing another user access to the BBS. Once you are logged of, you will need to end out of the communications program on your computer. Be sure to turn off your modem and, if you are not going to use it further, your computer as well.

Please select a letter (T,I,S,C,E,A,L,P,R,X, or ? for menu): **X <RETURN>**

You are about to terminate
this telephone connection!

Are you sure (Y/N, or R to re-logon)? **Y <RETURN>**

Thanks for using the CERC BBS.
Hope to see you back again real soon!!

Have a nice day...

CERC BBS - Quick Reference Guide (Shortcuts)

The following concatenated commands can be typed AT THE BBS MAIN MENU for quick access to a feature. This list of shortcuts is NOT exhaustive; there are many more combinations available.

Main Menu

Command	Description
Information	
I1	Show list of users currently on system.
I0	Show list of users recently on system (last 15).
Forums	
SRQLF	Continous full-text listing of new messages (Quickscan).
SRQLB	Continous brief-title listing of new messages (Quickscan).
SRQK	Quickscan keyword search of messages.
SRQC	Quickscan configuration menu.
SS?	List of available forums.
SW <topic>	Write a new SIG message (current SIG).
SS/<signame>	Change current SIG.
SRS.	Read new messages in current SIG.
SRS<msg#>	Read a specific message number.
E-Mail	
ERT.	Read E-Mail to you.
EW <UserID>	Write E-Mail to a user.
EW <forum>	Write a message to any forum.
EM<msg#>	Change one of your messages (by number).
Classifieds	
CS<topic>	Start scanning ads containing <topic>.
CS<ad#>	Start scanning at a specific ad.
CC	Check for responses to your ads.
Library of files	
LS?	List of all LIB's
LS.	Complete description of the current LIB.
LS <lib>	Complete description of any specific LIB.
LF	Directory of files in the current LIB.
LD <file>	Complete description of a file in current LIB.
LD<lib>\<file>	Complete description of file in a specific LIB.
LD INDEX. L	Index of all files in the current LIB.
LD<keyword>	Search for a file, based on its keywords, current LIB.
LS<lib> D<key>	Search for a file, based on its keywords, specific LIB.
LSMAIN D<key>	Search for a file, based on its keywords, all LIBS.

Appendix 16

END

U.S. Dept. of Education

Office of Education
Research and
Improvement (OERI)

ERIC

Date Filmed

March 29, 1991